



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 16896 - Director, Foreign Partnerships Office - GS-15

**Salary Range:** \$134,789 - \$164,200 (not applicable for detailees)

**Vacancy Open Period:** Enter **02/20/2018 - 02/19/2019**

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** PE/FRGN

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:



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- Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply. )

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

**\*\*\* OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\***

## Component Mission

The mission of the Office of the Assistant Director of National Intelligence for Partner Engagement (ADNI/PE) is to “Advance partnerships and responsible intelligence and information sharing to enhance decision-making” while we lead and effectively manage a diverse and highly skilled workforce; strengthen partnerships to enable integration, promote mutual understanding, and support accountability; promote interoperable capabilities to drive intelligence and information sharing while protecting privacy, civil liberties, and civil rights; optimize intelligence and information sharing to identify and address threats and opportunities; and develop and implement repeatable business practices to support PE decision making and achieve mission performance.

## Major Duties and Responsibilities (MDRs)

- Lead a diverse Partner Engagement team responsible for the planning and oversight of all ODNI-coordinated senior engagement with foreign partners, to include the development and implementation of an engagement strategy for managing and enhancing these relationships among U.S. IC and USG non-IC partners, as well as with DNI Representatives.
- Facilitate intelligence integration and effective coordination of U.S. IC partners and other US Government agencies focused on foreign partner engagement; as required, organize and represent the ODNI in senior interagency working groups regarding foreign partner relations, to ensure the exchange of information, development of recommendations, resolution of issues, and implementation of policies.
- Serve as the lead for the overseas DNI Representative program, including management of the annual DNI Representative seminars.
- Facilitate the coordination and deconfliction of competing requirements and priorities of multiple stakeholders to ensure their effective cooperation and collaboration.



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- Lead the identification of foreign liaison issues and, in collaboration with overseas DNI Representatives, recommend and implement strategies and procedures that are designed to resolve any gaps.
- Lead, plan, and oversee all aspects of foreign partner engagement with ODNI leadership, to include coordination with IC partners, preparing leadership for meetings, and monitoring the completion of follow-on actions, to include briefings to Congressional staffs.
- Promote information sharing and knowledge management of foreign partner activities within ODNI, across the IC, and with other government agencies.
- Oversee the planning, preparation, and presentation of guidance on foreign information sharing issues.

## **Mandatory and Educational Requirements**

- Experience working as or with overseas DNI Representatives/CIA Chief of Stations and in maintaining effective working relationships with key CIA mission centers and components.
- Experience in establishing effective working relationships with foreign liaison (intelligence services, military, ministries, law enforcement, etc.) with emphasis on counterintelligence, security procedures, and official policy guidelines on relationships with foreign liaison.
- Ability to lead, manage and oversee a diverse, multi-agency workforce, to include experience leading a high performing team.
- Strong commitment and demonstrated ability to oversee interagency collaboration on complex projects, while sustaining effective working relationships with the U.S. IC and other US Government agencies.
- Familiarity and experience with development and implementation of intelligence policy and intelligence operations.
- Superior interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment. \* Demonstrated commitment to diversity and inclusion through the integration of diverse perspectives and strategies.
- Superior ability to communicate complex information clearly, concisely, and in manner that meets the needs of diverse audiences.



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## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [longvj@cia.ic.gov](mailto:longvj@cia.ic.gov) (Vincent L.), [mccreaz@cia.ic.gov](mailto:mccreaz@cia.ic.gov) (Zina M.), and [handleo@cia.ic.gov](mailto:handleo@cia.ic.gov) (Owen H.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.



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- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [longvj@cia.ic.gov](mailto:longvj@cia.ic.gov) (Vincent L.), [mccreaz@cia.ic.gov](mailto:mccreaz@cia.ic.gov) (Zina M.), and [handleo@cia.ic.gov](mailto:handleo@cia.ic.gov) (Owen H.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE



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ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**